

Common Access Card (CAC) Issuance

To issue or reissue a CAC, the following is required:

1. The Record must be entered/updated through the Personnel Office. See Notes.
2. Two (2) valid, unexpired, forms of identification that are approved by Federal Information Processing Standards 201-2, and one form MUST be a photo ID. **Active Duty Service Members please note: AN EXPIRED DRIVER'S LICENSE CANNOT BE USED FOR DEERS IDENTIFICATION PURPOSES.**
 - ***Note*** If names do not match on the forms of identification, proof of name change MUST be presented and MUST be original.
 - a. Acceptable proof of name change documents:
 - (1) Marriage Certificate
 - (2) Divorce Decree
 - (3) Legal Name Change (Court Document)

Note Records for newly-hired employees are typically created between 3 to 7 business days from the start date. Please call in advance to check if the record is available in DEERS to issue a CAC.

703-784-2750/2758/2759

Note Discrepancies/corrections in the DEERS record such as citizenship, name change, date of birth, or gender MUST be updated by the Personnel Office prior to receiving the CAC.

Note CACs can be renewed within 90 DAYS prior to the expiration date. CACs are issued for a period of three years or less.

Lost, Missing, Destroyed, Confiscated, or Stolen CAC

ALL CAC HOLDERS are required to submit documentation from the security office, supervisor, or CAC sponsor confirming that the CAC has been reported lost or stolen (DoDM 1000.13-M-V1, encl. 2, subpar. 5.c.(3)). An official Police or Military Police report will be accepted in place of the Lost or Stolen CAC statement. The letter/report MUST include today's date, name and signature of CAC holder, place of incident, circumstances of the loss or theft, and name and signature of security office, supervisor, or CAC sponsor confirming that the CAC has been reported lost or stolen. If an ID Card/CAC is confiscated by Military Police at MCB Quantico gates, they will issue the card holder a "Confiscated AFID Card Receipt" to bring to DEERS. If any lost or stolen CAC/ID is found, please return to ANY DEERS ID Card Center for proper destruction.